

2020 STOP Violence Against Women Grant Program

GRANT TRAINING/GRANT WRITING WORKSHOP

SEPTEMBER 17, 2019

Special Condition

“This project was supported by Grant No. 2018-WF-AX-0031 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/ program/ exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.”

Mission of STOP VAWA Grant

Encourage states to develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims.

Violence Against Women

- ✓ Primary focus of project must be devoted to adults.
- ✓ Services to children as secondary victims only **OR** as primary victims if they are being served as witnesses of domestic violence.
- ✓ Violence against women = the crimes of domestic violence, sexual assault, stalking, and dating violence.
- ✓ **Men are not excluded** if they have been victims of these crimes.



Statewide Implementation Plan

- Plan developed through deliberative consultation and coordination with a broad range of participants.
 - Statewide Survey
 - Statewide Focus Groups
 - Targeted Participation throughout Allocation Categories
- Each subsequent year of planning builds upon the previous year, taking into account the grant eligible purpose areas.
- Request for proposals (RFP's) are developed based on the state plan.

STATE OF UTAH

Utah Office for Victims of Crime



**VIOLENCE AGAINST WOMEN
FORMULA GRANT PROGRAM**

**IMPLEMENTATION PLAN
JUNE 26, 2017**

2017-2020

STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM

Adopted June 26, 2017

**Statewide Plan that
outlines UOVC's funding
priorities and strategies
for its formula grant
programs.**

Sections to Highlight in the 2017-2020 Statewide Implementation Plan

☐ Current Project Goals and Objectives
Page 24

☐ Goals and Objectives for Reducing
Domestic Violence-Related Homicides
Page 29

☐ Priority Areas
Page 31

☐ Federal Purpose Areas
Page 32

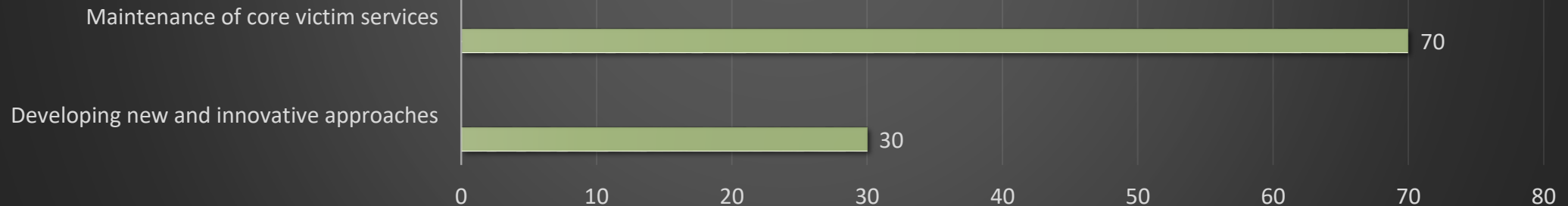
☐ Priorities and Goals Regarding How
Funds Will Be Used
Page 34

☐ Plan for the 20% Sexual Assault Set
Aside
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☐ Types of Programs to be Funded
Page 36

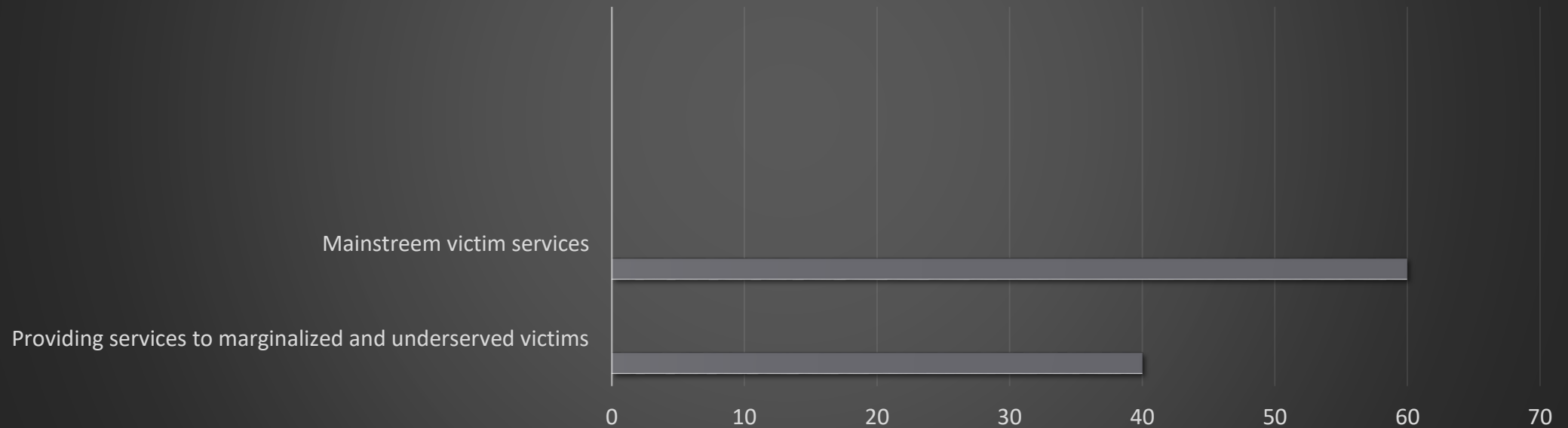
Priority Consideration

What percentage of victim services funding should be dedicated to the maintenance of core victim services versus developing new and innovative approaches to serving victims in our state?



Priority Consideration

What percentage of victim services funding should be dedicated to the mainstream victim services versus programs whose missions are dedicated to providing services to marginalized and underserved victims in our state?



Collaboration within Communities

LAW ENFORCEMENT



VICTIM
SERVICES



STATE OF UTAH
Office for Victims of Crime



2020 STOP VIOLENCE AGAINST WOMEN (VAWA) FORMULA GRANT PROGRAM SOLICITATION

Eligibility

Eligible applications are limited to Utah units of state and local governments, tribal and non-profit, rape crisis centers, domestic violence shelters, faith-based and community-based victim service organizations providing services to victims of domestic violence, sexual assault, stalking and dating violence.

Application Deadline

Applications are due by 5:00 p.m. MST on October 17, 2019.

Located at:

<https://justice.utah.gov/Crime/>

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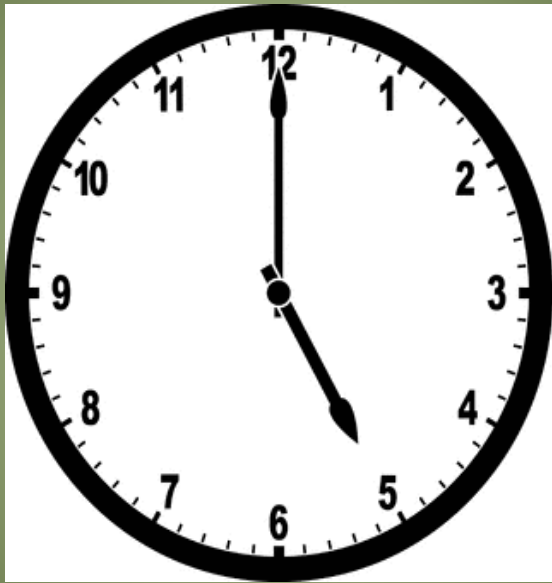
Information Section

WARNING:
DEADLINES ARE CLOSER
THAN THEY APPEAR!

Sequence of Events – Timeline

	Action	Responsibility	Date
1.	Issuance of RFP	UOVC	8/7/2019
2.	Grant Training Online Webinar	UOVC	9/17/2019
3.	Deadline- Register in UtahGrants https://utahgrants.utah.gov	Applicant	10/11/2019, 5:00 pm
4.	Deadline - Intent to Submit Letter	Applicant	10/11/2019, 5:00 pm
5.	Questions/Technical Support	Applicants	Ends 10/16/2019
6.	Submission of Grant	Applicant	10/17/2019, 5:00 pm
7.	UOVC Screening and Allocation Review Process	UOVC	10/18/2019– 12/5/2019
8.	Final Approval	UOVC Board	12/10/2019
9.	Preliminary Award and Contract Notification	UOVC	12/12/2019
10.	Grant Revisions	Applicants	12/12/2019 – 12/31/2019
11.	Grant Program Begins	UOVC	1/1/2020
12.	Final Executed Contracts	UOVC	1/31/2020

Due Date/Time



**Submissions of applications must be received in the
Utah Office for Victims of Crime
UtahGrants Online Grants Management System**

**No later than 5:00 PM (Mountain Standard Time) on Thursday,
October 17, 2019.**

UOVC has determined that failure to meet this deadline is not grounds for protest; it is a mandatory requirement of the RFP process. Proposals received after this deadline will not be considered.

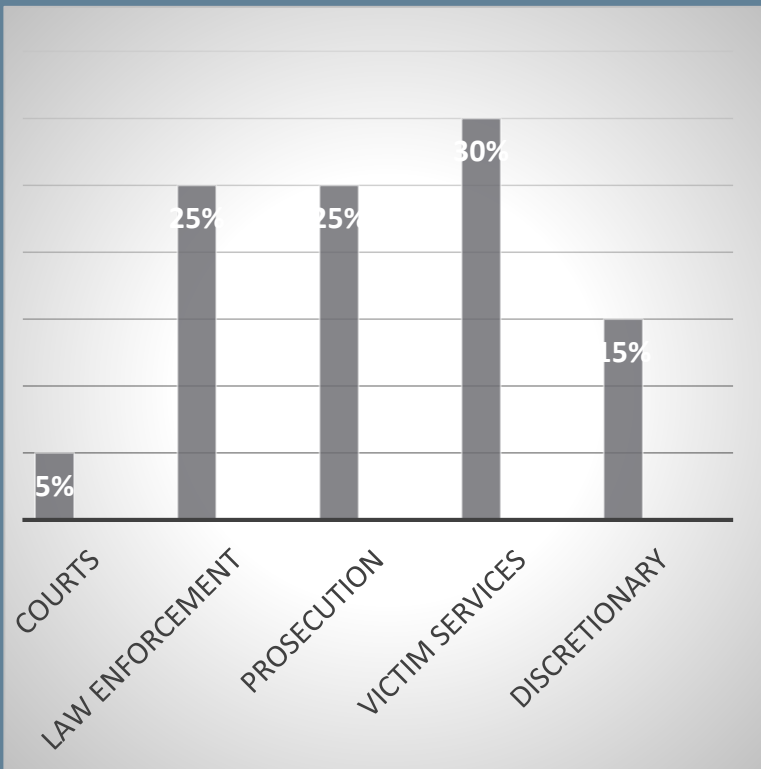
Funding Availability



**Total Available
Funding**

\$1,500,000.00

Mandated Allocations



30% Victim Services
25% Law Enforcement
25% Prosecution
5% Courts
15% Discretionary

In addition, there is a 10% culturally specific set aside within the Victim Services Allocation and a 20% sexual assault set aside across at least two allocation categories.

Mandated Allocations

Total available funding for this RFP is \$1,500,000.00.

Of the funds available:

\$375,000.00 must support prosecution purposes,

\$375,000 must support law enforcement purposes,

\$450,000.00 must support victim services purposes,

\$75,000.00 must go to the courts for court purposes and

\$225,000.00 can enhance any of these allocations or support Federal Purposes that do not fit within these categories.

Priority Consideration

The 2017 -2020 Implementation Plan outlined a statewide priority to support new and innovative approaches, in addition to allocating funds to support projects for underserved, marginalized, culturally specific population specific services. To support the current strategic plan, **priority consideration will be given for positions or programs that specifically improve services to underserved, marginalized and culturally specific populations and/or support new and innovative approaches.**

Federal Purpose Areas

Violence Against Women Act 2013

- ✓ 20 Federal Purpose Areas

Projects MUST fit within at least ONE of these
Federal Purpose Areas

AND

- ✓ The 2017-2020 Statewide
Implementation Plan

Implementation Plan Priorities



Project must support the Statewide Implementation Plan



Requested funding must be reasonable

Peer Review Committee evaluate proposals, however, UOVC determines denying, partially, or fully funding proposals.



Priority consideration positions or programs that specifically improve services to underserved, marginalized and culturally specific populations and/or support new and innovative approaches.

Special Emphasis

- ❖ Applicants whose geographical area includes an American Indian population MUST include grant activities specifically designed to meet the needs of Indian tribes, or Indian populations in their service area.
- ❖ Applicants that do not have tribes or tribal lands within their service area MUST demonstrate good faith efforts to reach out to American Indians residing in their service area.

****Applicants whose geographical area includes other underserved populations MUST identify those populations and include grant activities specifically designed to meet the needs of those populations****

ANY
QUESTIONS?

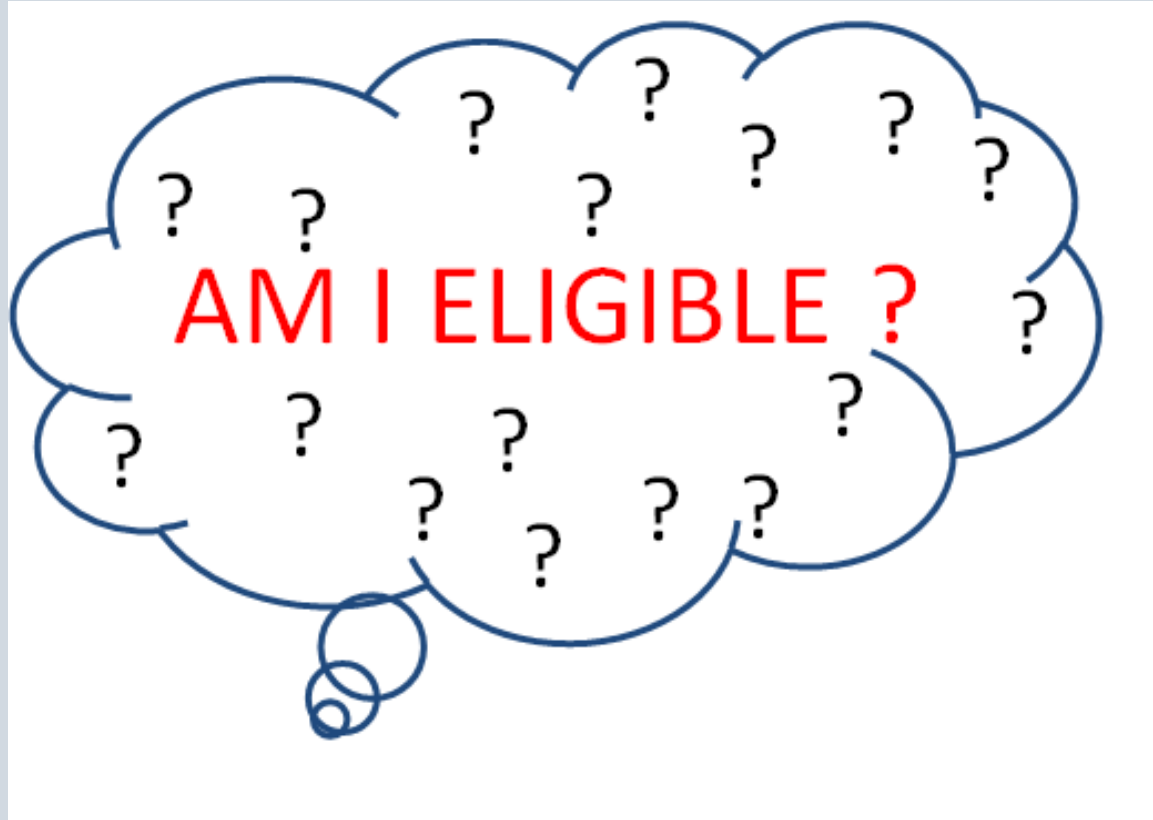


STOP VAWA Eligibility and Restrictions

- Adult and Teen Victims of domestic violence, sexual assault, stalking, and/or dating violence
 - Services
 - Trainings
 - Officers
 - Prosecutors
- Some of the eligibility highlights
 - Civil Legal
 - PREA
 - Male focused program
 - Age of youth defined 11

Application Sections	100 Points Available
Overview	2
Budget/Match	20
Coversheet	4
VAWA Required Questions	8
Equipment Summary	1
Statement of Problem, Need, and Target Pop	16
Program Plan & Collaboration Project	26
Statistics Reporting	2
Record of Providing Effective Services	6
VOCA Sub Grantees	2
Project Administration	3
Additional Resources	2
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Evaluation Summary



Eligibility

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. The Utah Office for Victims of Crime has determined that applications will be ineligible for consideration if they are late, incomplete or fail any of the mandatory elements outlined within the Request for Proposal Solicitation.



STOP VAWA RFP Proposal

Overview/Project Abstract

- **Project Abstract**
 - Brief
 - Correlate to Project and how the proposed project fits within the 2017-2020 Statewide Implementation Plan



Indirect Costs



§200.56 Indirect costs- those costs incurred for a common or joint purpose which benefit more than one project and cannot be readily assigned to a specific project.



Budgets



Budget Development

- ✓ Does it support the problem statement?
- ✓ Does it support ALL the activities listed in the Program Plan?
- ✓ Is it realistic?

Budget No-No's

- ✗ Proposed expenditures are not supported by Program Plan and Narrative
- ✗ Unrealistic – either too high or too low
- ✗ Exceeds the funding request limit
- ✗ Does not adhere to grant guidelines



Budget Expectations

**Line item
categories
observed**

**Fiscal Agent Reviewed
prior to submission**

**Use the Budget form and
follow the instructions**

Budget, proposal narrative and
Program Plan all correspond

**Match is clearly
identifiable**

Matching Funds Requirement

Tribal and non-profit, non-governmental victim services organizations that are providing direct services to victims are exempt. All others must provide a match.

Match Formula

Federal Funds Requested X .25 / .75 = Match

- Example:
 - $\$10,000 \times .25 / .75 = \$3,333$

Matching Funds



Matching Funds Requirement

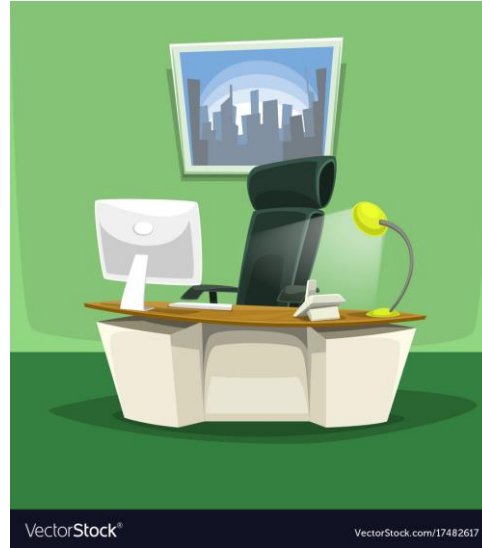
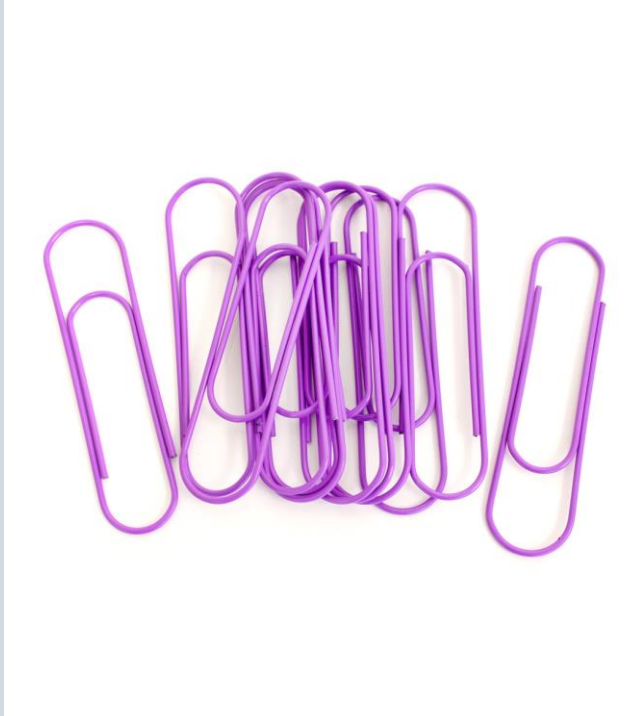


CASH

or

In-Kind





Match Ideas

- ✓ Donations
- ✓ Expendable Equipment
- ✓ Office supplies
- ✓ Work Space
- ✓ Operations
- ✓ Monetary value of time contributed by staff or volunteers if the services they provide are a necessary part of the funded project

CANNOT BE DERIVED FROM FEDERAL FUNDS



Contact Information/ Cover Sheet



Complete ALL the information requested



**Signature must be an Authorized Official or
someone with designated official signing authority**

Electronic Signature

Required VAWA Questions

ANSWERS ARE REQUIRED!

The answered provided should provide a clear picture of the ways in which your project will assist survivors

Federal Purpose Areas

In the Required Questions Section of the Application

- ✓ Check the Appropriate Purpose Area
 - * There are 20 Federal Purposes

MANDATORY

Five Question Narrative: The Statement of the Problem, Need, and Target Population

↗ Questions 1-5 are Mandatory for all applicants.



Statement of Problem, Need, and Target Population

QUESTION 1:

Describe the geographical areas to be served by the program.

- Should be clear and accurate
 - Identify underserved, marginalized and culturally specific populations in your region.
-
- *Important Hint: Should support problem statement*



Statement of Problem, Need, and Target Population

QUESTION #2

Discuss the nature and scope of the problem in your program service area. If the problem is a result of many factors, these factors should be analyzed and discussed. Provide statistical information such as violent crime rates, trends, and requests in services, etc.

- Strong, persuasive presentation of the problem
- Backbone of the proposal and must be supported by other elements (measurable objectives, implementing activities, evaluation activities)

Statement of Problem, Need, and Target Population

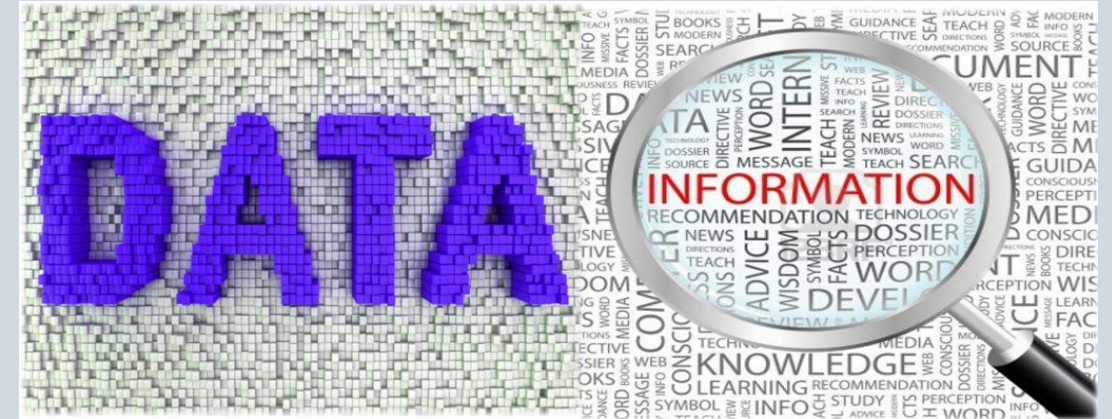
When your problem statement is complete, it should present a clear, concise picture of the problem that the project will address.

Weak Problem Statements:

Indication to proposal reviewers that the applicant organization may not understand the problem or is not prepared to have a positive impact on the problem



Use Data to Substantiate Your Needs



CURRENT, ACCURATE, & RELEVANT

- Quantitative
 - Surveys
 - Focus Groups
-
- Domestic Violence Fatalities in Utah Report
 - Utah Department of Health
-
- <https://justice.utah.gov/Crime/>

Statement of Problem, Need, and Target Population

QUESTION #3

Describe victim needs in the given service location.

- What is the nature of the problem?
- How many people are affected and to what extent?
 - How can you prove it?
- Who else in your area is working on the problem?
- How often does the problem occur?
- What is the current client utilization of services for your agency?
- What is unique or special about your region?

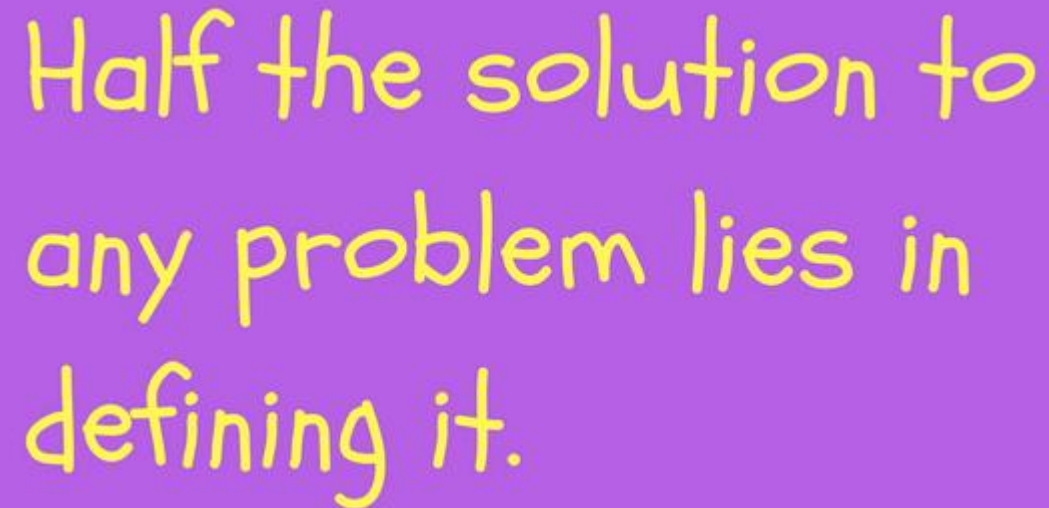
What impact will the project have on the criminal justice system and the targeted geographic region?

Statement of Problem, Need, and Target Population

QUESTION #4

List and describe the barriers to victim service and safety within your agency and within your community.

- Briefly describe your agency/organization, as well as your community. Provide a comprehensive description of your agency's work with victims of domestic violence, sexual assault, stalking and/or dating violence.



Half the solution to
any problem lies in
defining it.

Statement of Problem, Need, and Target Population

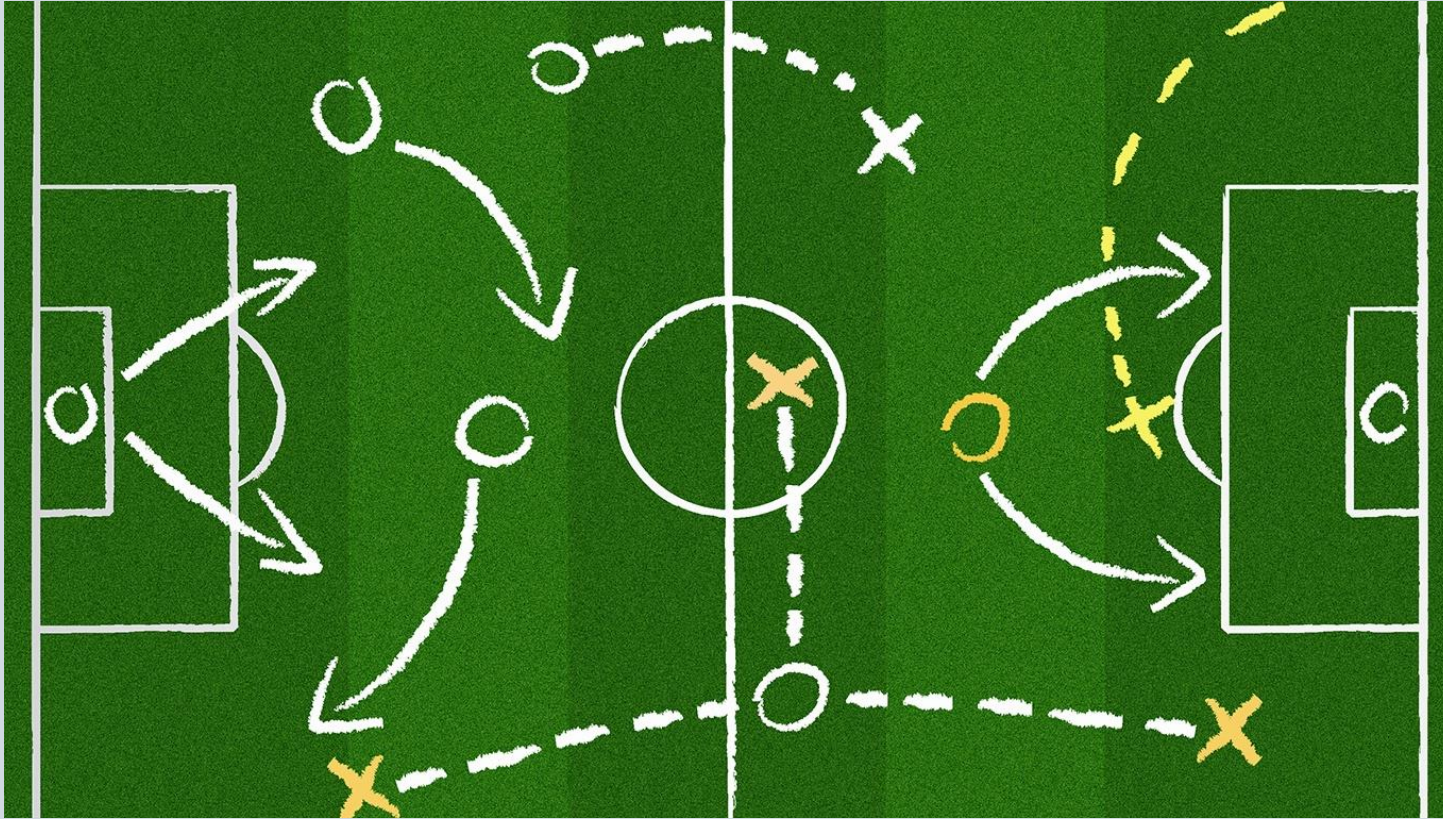
QUESTION #5

Indicate the group(s) of victims the program will target for its services.

- Identify underserved, marginalized and culturally specific populations in your region. Describe ways in which your organization is uniquely qualified to provide services to underserved, marginalized and culturally specific populations and/or how your organization will work towards reaching and developing meaningful services for underserved marginalized and culturally specific populations
- Identify the underserved populations in your region and the barriers encountered in accessing services.
- How many people are affected?
- Describe how the project will provide linguistically, culturally and accessible services.
- Identify how this project supports the federal purposes and the priorities identified in the Statewide Implementation Plan.

**Applicants may
include Training of
Organization's Staff
by Underserved
Populations**





Program Plan

- ↗ Goals
- ↗ Measurable Objectives
 - Activities
 - Timeline
 - Evaluation Process

Establishing Goals

The program goal is a general statement about what you'd like to achieve among a particular population or geographical area.

It should directly relate to a demonstrated need, as identified in the problem statement.

It is not an ultimate societal goal.



Goals

↗ **Increase the number of domestic violence victims who receive legal assistance to obtain order of protection in Carbon County**

- This is a program goal relative to the demonstrated need in a community and is a goal that one can control
- Notice that this is different than stating the goal as: Reduce the incidents of domestic violence in Carbon County.



Helpful Tips

The goal statement must follow logically from your statement of the problem.
(The Narrative)

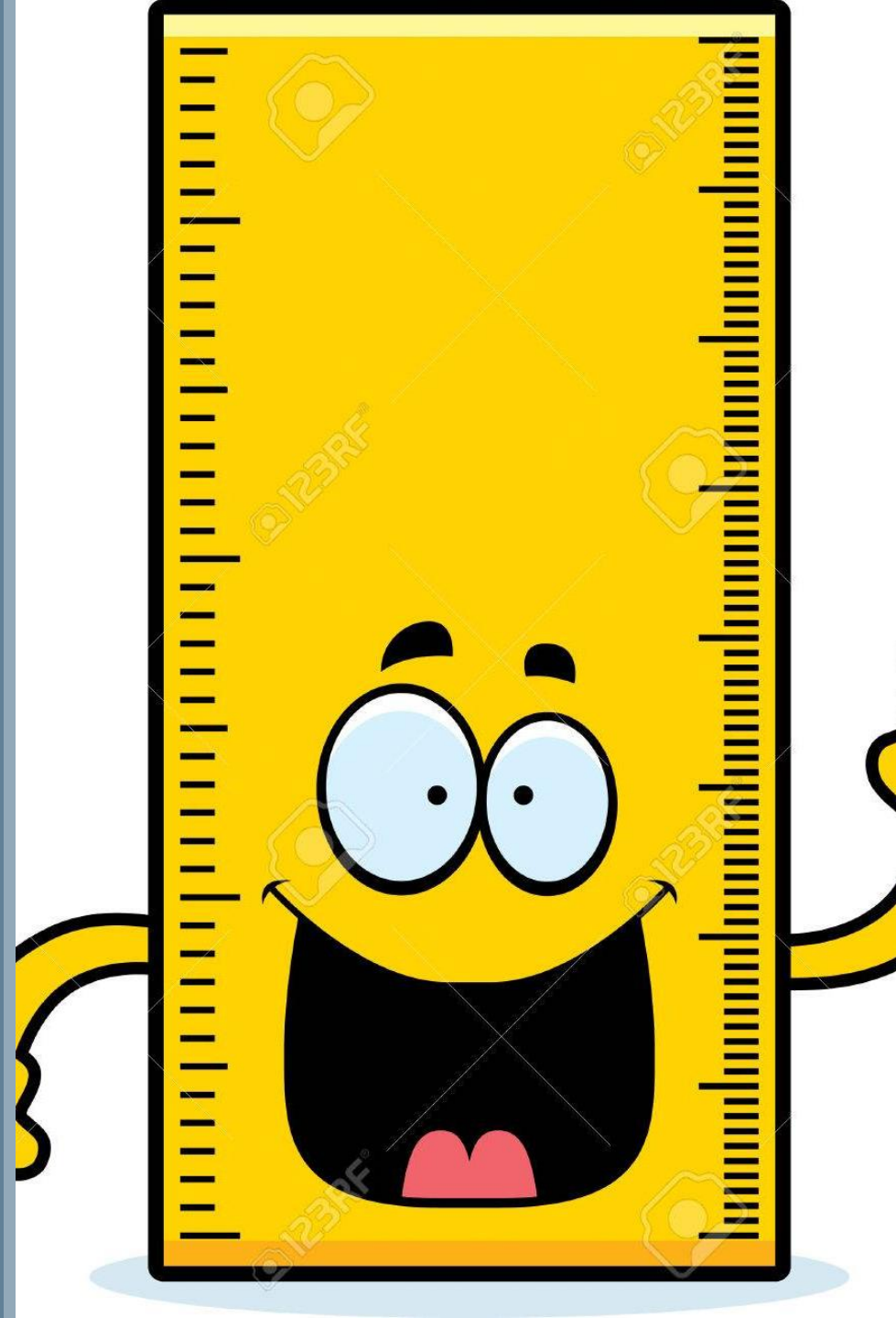
⇒ *It is not appropriate to talk about a reduction in domestic violence if your statement of the problem discussed the need and justification for civil legal assistance.*

Developing Measurable Objectives

Measurable objectives are quantifiable statements that support the goal and specify what must be done to:

- Maintain
- Increase
- Decrease
- Enhance
- Improve
- Change you expect

And to what degree?



Another Example:

↗ **GOAL:** Provide training to law enforcement in San Juan County regarding sexual assault laws and best practices for enforcement.

↗ **MEASURABLE OBJECTIVE:** Conduct 1 training per quarter at each of the local law enforcement agencies.

Objectives Should be...

Specific

Measurable

Action Required

Realistic

Time Dimensioned

The word "TIPS" is displayed in large, bold, white capital letters. Each letter is contained within a colored square: 'T' is red, 'I' is green, 'P' is blue, and 'S' is orange. The squares are hanging from thin white strings against a white background.

TIPS

If you use a percentage (increase the number of SA convictions by 20%), make sure that the baseline of convictions is included in the problem statement, so that the reviewers understand what 20% represents.

Implementing Activities

Implementing Activities are those activities you must do to carry out the objectives you stated.

The should be listed within the timeline they will be performed.

Impact- Measuring the Effectiveness

How will you show the impact of your program? Did you reach your objectives?

You can answer this question if:

- You can prove that your implementing activities were carried out, and
- If you can measure the increase or decrease or other changes to the degree your objectives stated.

Collaboration

Demonstrate that collaborative agencies have been involved in the planning process

Resource sharing for mutual gain

Increased coordination of services

Mutual commitments



Meaningful Collaboration



Demonstrates a partnership between organizations



Addresses the problem by involving all that might play a part in developing and implementing a solution.



3 Letters from collaborative partners

Forms to Complete (if applicable):

↗ Equipment Summary *Required

- List all VAWA purchased equipment received within the last 3 years (fully or partially funded)
- Individual items with a UNIT price less than \$5,000 should be listed in supplies, not equipment.

↗ Statistic Reporting *Required

- Briefly and concisely respond to each topic. Each agency is required to maintain project statistics throughout the contract year.

↗ Record of Providing Effective Services

- If applicable, this section requires you to report on the previous TWO VAWA funding cycles' goals and objectives.
- Document the effectiveness of your program and indicate agency's significant accomplishments.

↗ VOCA SubGrantees

- If you agency receives VOCA funding, you are required to complete this section of the application.

Additional Documentation Required

Project Administration



- ↗ Organizational Chart
- ↗ Roster of Governing Board, if your agency is a non-profit
- ↗ Current Job Descriptions for the proposed federal and match positions.
- ↗ Actual or proposed contracts with contractual consultants. Drafts of contract required.
- ↗ If applicable, resumes of candidates. If the match positions are already filled, provide the resume.

Additional Resources

↗ Current Agency Budget

↗ Describe the sources and amounts of non-VAWA funding or resources available from other sources.

- List from largest contribution to smallest
- Indicate the contribution amount
- Status of the funding (Federal, State, Local, Private)
- Describe how the resource is used and anticipated funding duration



501 (c)(3) Documents



Federal Certification Forms

↗ Delivery of Legal Assistance -

Any subgrantee providing legal assistance

↗ Sexual Assault Set Aside Compliance Requirement –

Any subgrantee providing services to rape and sexual assault victims

↗ VAWA Certified Assurances and Grant Conditions –

****RECENTLY UPDATED****

All subgrantees are required to read and sign



Building Your Proposal

Recommendations

Carefully Read the RFP packet

Choose a Priority

Develop Narrative

Build the Program Plan

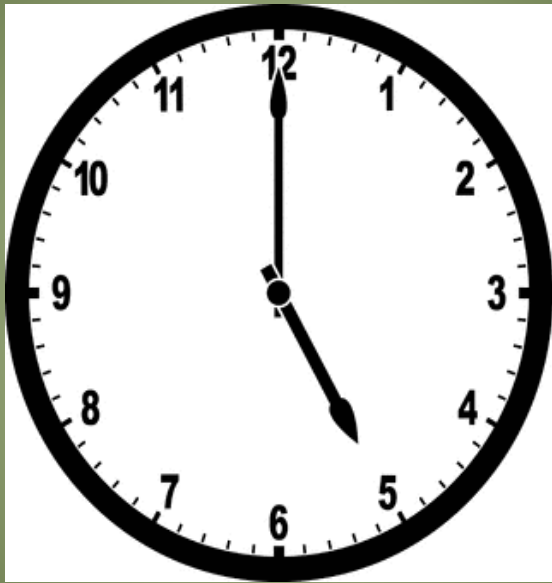
Establish Project Budget

Q & A

Additional questions regarding the RFP can be emailed to me (mpease@utah.gov) no later than 10/16/19, 5 pm.

Deadline- Intent to Submit Letter no later than 10/11/19.

Due Date/Time

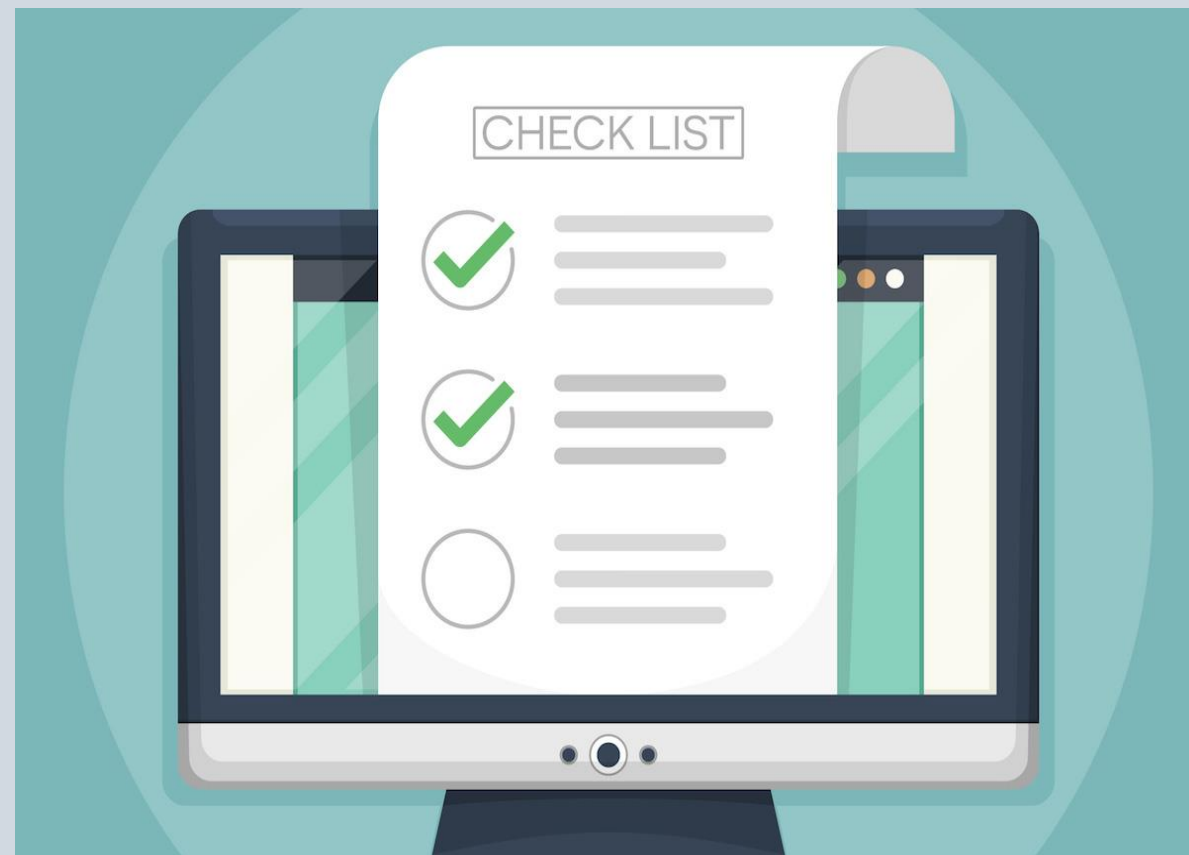


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Application Section	Document	Form Location	Where to Upload	Date Completed
Overview Tab	Overview	UtahGrants	N/A	
Budget Tab	Project Budget	UtahGrants	N/A	
	Budget Narrative	UOVC Website	Attachment Tab	
Attachments Tab	Coversheet	UtahGrants	N/A	
	Authorized Official Electronic Form	UOVC website	Attachment Tab	
Attachments Tab	Required Questions 1&2	UtahGrants	N/A	
Attachments Tab	Equipment Summary	UtahGrants	N/A	
Attachments Tab	Statement of Problem, Need, and Target Population	UtahGrants	N/a	
Attachments Tab	Program Plan and Evaluation	UtahGrants	N/A	
	3 Letters of Collaboration	Applicant	Program Plan	
Attachments Tab	Statistical Reporting	UtahGrants	N/A	
Attachments Tab	Record of Providing Effective Services	UtahGrants	N/A	
Attachments Tab	VOCA Subgrantees	UtahGrants	N/A	
Attachments Tab	Project Administration	UtahGrants	N/a	
	Organizational Chart	Applicant	Project Admin	
	Governing Board Roster	Applicant	Project Admin	
	Job Descriptions	Applicant	Project Admin	
	501c3 Letter	Applicant	Project Admin	
	Contacts for Contractual Services	Applicant	Project Admin	
Attachments Tab	Additional Resources	UtahGrants	N/A	
	Current Agency Budget	Applicant	Additional Resources	
Certified Assurances & Grant Conditions	Certified Assurances & Grant Conditions	UOVC Website	Attachment Tab	
UOVC Referrals	UOVC Referrals	UOVC Website	Attachment Tab	
Delivery of Legal Assistance	Delivery of Legal Assistance	Utah Grants, Attachments	Attachment Tab	
Sexual Assault Set Aside Compliance Requirement	Sexual Assault Set Aside Compliance Requirement	Utah Grants, Attachments	Attachment Tab	



Good luck!

Thank
You

Stay positive
work hard
make it happen